



San Benito Hog Waddle Country Concert & Cook Off 2020

VENDOR REGISTRATION FORM

Saturday, May 16, 2020, San Benito Fairgrounds – 551 Cesar Gonzalez Parkway

****DUE BY FRIDAY, MAY 8TH AT 4 PM****

Vendor/Business Name: _____

Contact Person _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____ County: _____

Phone #: _____ Alternate Phone #: _____

Type of Vendor, Fees & List of Products/Services:

Booth Type	Size	Fee	Booth Type	Size	Fee	
<input type="checkbox"/> Information	10ft x 10ft	\$100	<input type="checkbox"/> Food (2 food items only)	10ft x 10ft	\$200	
<input type="checkbox"/> Artisan/Crafts	10ft x 10ft	\$100	<input type="checkbox"/> Food Trailers/Truck* (2 food items only)	**N/A	\$300	
<input type="checkbox"/> Activity** (per activity item)	10ft x 10ft	\$200				
<input type="checkbox"/> Service	10ft x 10ft	\$250	<input type="checkbox"/> Large Ride	**N/A	\$500	
					Total :	

*Food Trailers/Truck spaces fit vehicles of up to 26ft max. Additional booth space will have to be added at an additional fee.

**See Rules and Regulations Fees Structure Table for more information on booth or space sizing

Additional Needs for Booth Operation					
	Details	Yes	No	Fee	Total No.
Electricity	110v - 15amp standard outlets only (fee is per plug)	<input type="checkbox"/>	<input type="checkbox"/>	\$25	
Booth Space	One additional 10ft x 10ft space to rear of booth only	<input type="checkbox"/>	<input type="checkbox"/>	\$50	N/A
GRAND TOTAL DUE :					

Please provide a list of product(s)/services:

PLEASE ATTACH A COPY OF BUSINESS SALES TAX ID WITH THIS APPLICATION.

Make checks payable to: CITY OF SAN BENITO / HOG WADDLE 2020

Submit applications with payment to: City of San Benito – Cultural Arts Department (Visitor Information Center)

250 E. Heywood St., San Benito, TX 78586 Phone: 956-281-0810

***\$30 fee will be assessed on any returned checks (payable in cash only)**

Waiver: The San Benito Hog Waddle Country Concert & Cook Off reserves the right to refuse any vendor application, should this occur the fee will be refunded. The Vendor shall defend, save and hold harmless The City of San Benito, their respective officers, agents, board members, staff, volunteers, sponsors and assigns from any claims, damages, losses, liability or expense which may arise, and shall not be held responsible for any loss or damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein, whether past, present or future. Booths are not insured by The City of San Benito, or any sponsoring agents. Exhibitors must make provisions for safeguarding their goods. Exhibitor must have replacement cost insurance for all personal property. Exhibitor assumes full liability for protecting, care and maintenance of exhibitor's property. No refunds will be issued, even in the event of a cancelled event due to weather or other act of God, or who do not show up, or to those who show up late. **ANY VENDOR NOT HOLDING VALID LIABILITY INSURANCE EXHIBITS AT THEIR OWN RISK AND ASSUMES ALL LIABILITY.**

Please sign to acknowledge that you have read all of the information, rules and regulations and agree to be bound by this agreement.

Name (print)

Signature

Date



Hog Waddle Country Concert & Cook-Off
City of San Benito (SBEM)
 Saturday, May 16, 2020, 4:00 p.m. to 10:00 p.m.
 San Benito Fairgrounds – 551 Cesar Gonzalez, San Benito, TX

Special Events Rules and Regulations

Fees Structure

Booth Type	Description (i.e.)	Size of Booth	Fee
Information	Displays, distribution of information, or product demonstrations to the public only (no sales)	10 ft x 10 ft	\$100
Artisan/Crafts	Sales of products by state registered businesses or organizations, i.e. apparel, jewelry and accessories, gifts and collectibles, etc.	10ft x 10 ft	\$100
Activity	Pay-to-participate interactive activities provided by vendor, i.e. face-painting, photo-booths, games, small rides, pony rides, etc. (*insurance coverage of 1 Million is applicable for small rides)	10 ft x 10 ft (space parameters for small rides are at the discretion of the SBEM)	\$200
Service	ATMs, Silent Auction Services, Boot shining services, haircut services, massage services, etc.	10 ft x 10 ft	\$100
Food	On-site food preparation and cooking from within a booth (i.e. burgers, hotdogs, tacos, funnel cakes, popcorn, aguas frescas, etc.) (2 food items only per booth)	10ft x 10ft	\$200
Food Trailers/Truck	On-site food preparation and cooking from within a self-contained trailer or a self-contained vehicle (2 food items only per vehicle)	N/A (space parameters for trailers/trucks are at the discretion of the SBEM)	\$300
Large Ride	Carnival Rides, Jump houses/slides, rock walls, mini-roler coasters, carousels, etc. (*insurance coverage of 2.5 Million is applicable for large rides)	N/A (space parameters for large rides are at the discretion of the SBEM)	\$500

****Insurance must name the City of San Benito as additionally insured, and copy must also be provided to the City of San Benito 1 week prior to the event.***

Vendor Rules and Regulations

1. Designated booths with signage will be provided to all vendors. Tables, chairs, and extension cords are not provided by San Benito Event Management (SBEM).

2. Electricity is limited and will be assigned on a 'first come, first serve' basis according to when application for the festival/event is received and accepted. **Cost for electricity is \$25.00 per plug.**
3. Electrical plugs are numbered and vendors will be assigned a number for their booth. Vendors are not allowed to share electrical plugs; this is a safety compliance issue. Electrical appliances, such as heaters, will not be allowed in the booth
4. All vendors and staff must be at least 17 years. Up to 4 workers will be provided access with bracelets to the event, during event hours (4pm – 10pm). Any additional workers needing bracelets will have to purchase admission to the event. (Please be mindful of workers working shifts)
5. Consumption and/or possession of alcoholic beverages by vendors and/or workers is prohibited. Vendors will be held responsible for any violations.
6. All booths/spaces must be maintained with a professional appearance, and will display professional signage which identifies the business/organization (provided by SBEM). SBEM reserves the right to remove any additional unapproved signage. Example: "Sale" and "Mark Down," etc. signage is not allowed. **There are no exceptions!**
7. **All vendors MUST** possess a current Business License with Tax ID and Food Handlers Permit (if applicable). Vendors must also provide SBEM with a general liability certificate of insurance, naming the **City of San Benito** as additionally insured.
8. All vendors must submit a copy of their Business Tax ID and possess it the day of the event at registration.
9. All food vendors **MUST** submit "**Temporary and Special Event Food Vendor Application**" with the City of San Benito. For more information, please contact the City of San Benito Parks and Recreation Department 956-361-3830.
10. All food vendors must have a Class ABC fire extinguisher on site.
11. No cooking oils or grease pans can be dumped into trashcans/dumpsters.
12. Only items indicated on the approved application may be sold at the event. Should vendors make changes to items to be sold without obtaining approval in advance shall result warnings up to removal from the event. No refunds will be issued.
13. **Set up time on Saturday, May 16 begins at 12 pm until 3 pm.** It is the vendor's responsibility to secure and insure their property. SBEM will not be held liable for any damage due to fire, accident, theft, weather, acts of God, vandalism or any other loss or injury whatsoever or not specifically described herein. All booths must be completely set up at least one hour (by 3 pm) before the event for inspections, and all vehicles **MUST** be off the event property by 3 pm.
14. Vendors are required to stay within assigned and marked spaces. No microphone or PA speakers or systems allowed.
15. Vendors may not obstruct walkways with outreach, chairs, tables, signs, etc.
16. Vendors are responsible for cleaning their booth area during and at the close of the event.
17. The sponsors and organizers of this event may not be held liable for the failure to fulfill conditions under which the event is being produced; due to natural causes, act of God, or any other causes beyond the control of City of San Benito. Vendor agrees that the submission of application and Certificate of Insurance holds the City of San Benito harmless.
18. SBEM reserves the right for placement of all booths and product. **Only completed and approved applications with all required documentation** will be considered for booth/space placement. **ALL BOOTH and SPACE PLACEMENTS ARE FINAL!**
19. **NO REFUNDS** will be given to vendors who do not show up or are late for the festival/event.

20. No spaces will be held without full-payment and **completed and approved application, with all required documents.**

21. No applications will be accepted after Friday, May 8, 2020, without certified funds (i.e., Cash, Credit/Debit Card, Money Order, and Cashier's Check). Made payable to: City of San Benito / Hog Waddle 2020

22. SBEM reserved the right to limit the number of duplicated merchandise or food product to ensure vendor success.

Contact Information:

For Food/Activity Booths; Service Booths, and Carnival Rides:

Nikki Serrano, Cultural Arts Department
956-281-0810 mserrano@cityofsanbenito.com

Marlene Hernandez, Parks & Recreation Department
956-361-3800 mhernandez1@cityofsanbenito.com